

EFFECTIVE

June 1, 2019.

Subject(s)**Administrative Policy Human Resources (APR) 262-01, Annual
Leave Scheduling Hospitals and Youth Facilities; Direct Care
Staff**

Employees may request a vacation by reserving time in the vacation book. There will be two reservation periods per year:

- January 1 – 31, for vacations commencing April 1 – September 30.
- July 1 – 31, for vacations commencing October 1 – March 31.

Pass the vacation book within each classification by shift in descending order of continuous service hours.

Pass the vacation book two times per reservation period:

- The first pass will allow employees to reserve 7-14 consecutive calendar days.
- The second pass will allow employees to reserve 7 consecutive calendar days.

Reason: Policy clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[APR 262-01](#)